

**NMFR Joint Finance & Personnel Committee
Meeting Minutes
October 25, 2016 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha**

Present: Ald. Benner, Stevenson, Keehan, Krautkramer and Kunz

Excused: Ald. Pollnow

Also Present: Chief Kloehn, Director Steeno and MA Theisen

Public: Mayor Merkes, Jim Dunbar and Jamie Leonard

Ald. Stevenson called the meeting to order at 5:30 p.m.

Public Forum: No members of the public chose to speak.

Minutes: The Committee reviewed the September 27, 2016 meeting minutes. **Ald. Benner/Krautkramer to approve the September 27, 2016 meeting minutes, and place on file, all voting aye.**

Budget Report: The Committee reviewed the quarterly budget report. **MSC Benner/Keehan to approve the quarterly budget report, and place on file, all voting aye.**

Activity and Automatic Aid Reports: The Committee reviewed the September 2016 and quarterly 2016 activity and automatic aid reports.

Ald. Kunz entered the meeting at 5:37 p.m.

MSC Benner/Keehan to approve the September 2016 and quarterly 2016 activity and automatic aid reports, and place on file, all voting aye.

Review of Vehicle Maintenance Summary: The Committee reviewed the memo from DC Voss regarding NMFR's vehicle maintenance expenses and Driver/Operator Amos Mikkelsen's memo regarding vehicle information. Ald. Kunz said he would like both councils to be more proactive with our vehicles and start looking at vehicle replacements earlier. He feels we should comparing what the value is of the vehicle and compare it to what the value will be for every year we keep it. This should be looked at to see if it's financially worth keeping a vehicle longer, and take the chance of spending more money on repairs and selling it for a lower amount, versus selling it earlier. His main concern is to make sure we have reliable vehicles and we do not have more unbudgeted truck purchases. Ald. Stevenson noted it will take a period of time to gather information on expenses for vehicles and as we move forward with the new tracking system the department put into place we will be able to do this. He agreed with Ald. Kunz's analogy but noted there are some who do not. Ald. Benner asked if we have begun looking at these replacements to see if we should move up something earlier than we expected. Chief Kloehn said the next goal of the Truck Committee is to begin this research.

NMFR's Vehicle Replacement Program: The Committee reviewed the current vehicle replacement program for all of the Department's vehicles. Ald. Kunz noted that he realizes this is the best plan as of today but said this may change in the future as the department continues its research. The Committee discussed the plan and the best time to review. Ald. Kunz requested Driver/Operator Mikkelson's information be put into as much of a number/budget format as possible with our vehicles so the councils can see actual costs.

The Committee agreed the replacement plan should be reviewed by both Mayors and presented to them prior to next CIP budget process. A presentation should be made to both Councils with the information so they know how the suggestions for vehicle replacements were determined. That way if both Councils decide to push the replacement vehicles out to future years they understand the potential ramifications of this decision.

Overtime Budget Update: The Committee reviewed the status of the 2016 overtime budget. Ald. Benner asked if cancelling training has put anyone's certification in jeopardy. Chief Kloehn said at this time it has not as he made the decision to send people to training where this would have been affected. He noted the off shift training that was cancelled doesn't impact certification. Discussion was held on the overall overtime budget. Ald. Stevenson felt he would rather have the department exceed the overtime budgeted and spend the monies in the training budget to maintain the training and not have staff fall behind. He pointed out that there are other line items in the current budget where there may be some excess monies (i.e. utility savings) to help offset these costs. **MSC Benner/Keehan to accept Chief Kloehn's overtime budget update, and place on file, all voting aye.**

2017 Budget Update: Chief Kloehn reviewed the memo that was sent yesterday and clarified some information in that Memo. He apologized for any miscommunication. The Committee reviewed information that was presented. Due to the different timing of both Cities' budget deadlines and continuous review of budgets in both Cities, at this time, there are two different budgets for NMFR's budget for each City. Director Steeno explained she and Director Easker discussed the differences between the two budgets and there is a \$56,000 difference in the operations budget. She noted they both felt the difference is not a major issue. Both Finance Directors will explain the details of the situation with their respective Councils at the Budget Workshops and remain in communication to ensure that both communities arrive at the same 2017 approved Budget for NMFR.

The Committee asked Mayor Merkes what the major differences were at this time. Mayor Merkes explained these included reductions in regular and overtime wages and the accompanying fringe benefits, health insurance reserve, Public Relations, and Joint Fire Commission expenditure.

Ald. Kunz questioned how much authority this Committee had to make suggestions to the budget. He felt it was up to both Cities Finance Directors, Mayors, and Council to ensure the same budget is passed by both Cities.

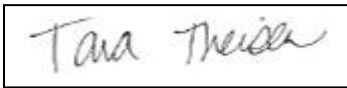
Ald. Benner said he is looking that both Cities to come to consensus in one budget for the Department. Director Steeno said she and Director Easker will address this at the budget workshops. Ald. Stevenson expressed concern that two different budgets are being presented to two different Cities and this could cause animosity between the two councils if each City passes a different budget for the Department. He noted since the merger there has never been a budget presented to both Councils with two different funding levels. Director Steeno re-iterated that both City Finance Directors feel that the Cities can work together to ensure each of their budgets for NMFR are the same. Director Easker and Director Steeno will remain in contact throughout the process to ensure that this occurs. Neenah will consider its budget on 11/15, and Menasha will consider its budget on 11/21. Director Steeno handed out current versions of each budget to those that wanted them.

Succession Planning Discussion: Chief Kloehn explained at the last meeting it was requested we begin discussions on succession planning for our department to try to reduce the overtime impact and to make sure

training in specialized areas doesn't leave with the employee when they retire. At this time, our department waits until someone retires to fill the position. This causes a 4-6 week delay in getting someone hired and trained before they can begin working their 24-hour shifts, which causes overtime. Ald. Kunz suggested a change be made in a future contracts to require people to give a certain amount notice when they retire. Ald. Stevenson noted we do have to have a plan and we have to be careful of legal ramifications of hiring a replacement and they don't retire. Ald. Keehan said we should look at trying to put contract language that would give an incentive to give a specific time of notice of retirement that way we have enough time to get someone hired and trained. The Committee suggested both City Attorneys be contacted to look at the legal aspect of any succession plan process.

MSC Benner/Keehan to adjourn at 6:28 p.m., all voting aye.

Respectfully Submitted,

A rectangular box containing a handwritten signature in cursive script that reads "Tara Theisen".

Tara Theisen

Management Assistant